

October 29, 2012

Dear Parents,

On Tuesday, November 27, 2012, from 1:00 PM until 8:30 PM, and Wednesday, November 28, 2012, from 8:00 AM to 2:40 PM, Cedar Crest Middle School will be conducting conferences for the parents of all students. Students will not have classes on these conference days. The purpose of the conferences is to give parents the opportunity to talk with teachers about their children's progress.

Fifteen (15) minutes will be allocated for each conference. While we attempt to schedule all conferences at a time most convenient to everyone, scheduling conflicts and problems sometimes arise. Therefore, we ask that whenever it is practical, parents should schedule conferences during the day since a large number of people are limited to evening hours.

To schedule conferences, please complete the registration form on the reverse side of this letter and have your child return it to his/her homeroom teacher *as soon as possible*, but **no later than Monday, November 5, 2012**. Fill in your child's name, grade, and homeroom, along with your name and phone number. Select a conference time from the four time slots available and fill in your first and second choices. **Write in the subject choice and names of the teachers** with whom you would most like to meet. Forms brought in after November 5th will be scheduled within any remaining time slots for the chosen teacher(s). Complete the registration form by signing your name. Your child will receive the confirmation notice of your scheduled conference(s) on Friday, November 16th, and should bring it home from school that day.

If you have any further questions, please do not hesitate to contact the Middle School Guidance Office at 389-1840.

Sincerely,

Mariah L. Rackley
Principal

MLR/rbk